See High-Level Risk Assessment
See Risk Event Assessment and Planning

Change Control Plan

Throughout the project life cycle, changes will be introduced which will impact the project scope statement. These changes could be due to a new customer need/requirement or a miss communication of an existing requirement. Each change must be evaluated to effectively understand the possible impact to resources, time and/or cost.

See Scope Change Request and Evaluation
See Scope Change Request Log

Project Issues

Day to day issues will be entered on a project issues log as an interim solution until further discussion can take place among the team. Each issue could result in the addition of a new activity to the WBS. a risk to be evaluated in the Risk Management Plan, or a change to be managed through the Change Control Plan.

See Project Issue Log

Scope Statement Template

Document Preparation Information

PROJECT NAME - RELEASE NUMBER	PREPARED BY (PRINT)	SIGNATURE	DATE PREPARED

Project Definitions

PROJECT TITLE	
PROJECT MANAGER	
PROJECT TEAM MEMBERS	
GOALS/OBJECTIVES	
SCOPE STATEMENT	
ASSUMPTIONS	
MAJOR RISKS	
DELIVERABLES	
ACCEPTANCE CRITERIA	
PHASES	
KEY MILESTONES	
KEY RESOURCE REQUIREMENTS	
EXTERNAL CONSTRAINTS	
RELATED PROJECTS	

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Project Release Status Report

Document Preparation Information

PROJECT NAME - RELEASE NUMBER	PREPARED BY (PRINT)	SIGNATURE	DATE PREPARED

General Information

PROJECT MANAGER	CURRENT PROJECT PHASE	SUPPORTING DOCUMENTATION ATTACHED? ☐ Yes ☐ No	WEEK ENDING DATE

Report Information

Status Changes from Last Report	✓	Explain
Assumptions	☐	
Scope	☐	

Schedule Information

High-Level Phase Deliverable	Original Complete Date	New Est. Complete Date	Actual Complete Date	Explanation

Budget Information

Project Tracking Element	YTD Budget	YTD Actual	YTD Diff.	% Diff.	Explanation

Deliverable Information

COMPLETED DELIVERABLES

DELIVERABLES DUE NEXT PERIOD

Work Breakdown Structure Template

	Project Management WBS Template					
ID	Task Name	Duration	Start	Finish	Pred	Resource
1	Obtain Executive Commitment	1d	1/9/98	1/9/98		All
2	Define Requirements	3d	1/9/98	1/13/98		
3	Gather/Analyze Existing Documentation	1d	1/9/98	1/9/98		All
4	Meet to Baseline Requirements (several meetings)	1d	1/12/98	1/12/98	3	All
5	Produce Baseline Requirements Document	1d	1/13/98	1/13/98	4	All
6	Perform Analysis	4d	1/14/98	1/19/98		
7	Analyze Requirements Document	1d	1/14/98	1/14/98	5	BST
8	Produce/Distribute Updated Requirements Document	1d	1/15/98	1/15/98	7	BST
9	Meet to Understand Updated Requirements Document	1d	1/16/98	1/16/98	8	All
10	Analyze/Finalize Updated Requirements Document	1d	1/19/98	1/19/98	9	All
11	Perform Coding/Construction (design, code, unit test)	1d	1/20/98	1/20/98	10	All
12	Perform Testing	5d	1/20/98	1/26/98		
13	Create Test Plans	1d	1/20/98	1/20/98	10	All
14	Perform Internal Testing (systems, integration)	1d	1/21/98	1/21/98	13, 11	All
15	Perform External Testing	3d	1/22/98	1/26/98		
16	Perform Network Validation Testing (NVT)	1d	1/22/98	1/22/98	14	All
17	Perform End to End Testing	1d	1/23/98	1/23/98	16	All
18	Perform Stress/Volume	1d	1/26/98	1/26/98	17	All
19	Make Go/No Go Decision	1d	1/27/98	1/27/98	18	All
20	Deploy Release/Cut Over	11d	1/15/98	1/29/98		
21	Develop Recovery Plan (Back-Out)	1d	1/15/98	1/15/98	23FS-10d	All
22	Develop Migration Plan Old to New (60-90 days) (Freeze Old Code)	1d	1/28/98	1/28/98	19	All
23	Perform Cut-Over	1d	1/28/98	1/28/98	19	All
24	Develop Post Implementation Audit Report	1d	1/29/98	1/29/98	23	All
25	Perform Training	8d	1/20/98	1/29/98		
26	Develop Training Plan	1d	1/20/98	1/20/98	10	All
27	Develop Training Package	1d	1/21/98	1/21/98	26	All
28	Train Users	1d	1/29/98	1/29/98	23	All

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To Do List by Resource as of 2/10/98

ID	Task Name	Duration	Start	Finish	Predecessors	Resources
Week of Jan 4						
1	Obtain Executive Commitment	1d	1/9/98	1/9/98		All
3	Gather/Analyze Existing Documentation	1d	1/9/98	1/9/98		All
Week of Jan 11						
4	Meet to Baseline Requirements (several mtgs)	1d	1/12/98	1/12/98	3	All
5	Produce Baseline Requirements Document	1d	1/13/98	1/13/98	4	All
21	Develop Recovery Plan (Back-Out)	1d	1/15/98	1/15/98	23FS-10d	All
9	Meet to Understand Updated Requirements Document	1d	1/16/98	1/16/98	8	All
Week of Jan 18						
10	Analyze/Finalize Updated Requirements Doc	1d	1/19/98	1/19/98	9	All
11	Perform Coding/Construction (design, code)	1d	1/20/98	1/20/98	10	All
13	Create Test Plans	1d	1/20/98	1/20/98	10	All
26	Develop Training Plan	1d	1/20/98	1/20/98	10	All
14	Perform Internal Tests (systems, integration)	1d	1/21/98	1/21/98	13, 11	All
27	Develop Training Package	1d	1/21/98	1/21/98	26	All
16	Perform Network Validation Testing (NVT)	1d	1/22/98	1/22/98	14	All
17	Perform End to End Testing	1d	1/23/98	1/23/98	16	All
Week of Jan 25						
18	Perform Stress/Volume	1d	1/26/98	1/26/98	17	All
19	Make Go/No Go Decision	1d	1/27/98	1/27/98	18	All
22	Develop Migration Plan Old to New	1d	1/28/98	1/28/98	19	All
23	Perform Cut-Over	1d	1/28/98	1/28/98	19	All
24	Develop Post Implementation Audit Report	1d	1/29/98	1/29/98	23	All
28	Train Users	1d	1/29/98	1/29/98	23	All

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To Do List by Dates as of 2/10/98

ID	Task Name	Duration	Start	Finish	Predecessors	Resources
1	Obtain Executive Commitment	1d	1/9/98	1/9/98		All
3	Gather/Analyze Existing Documentation	1d	1/9/98	1/9/98		All
4	Meet to Baseline Requirements (several mtgs)	1d	1/12/98	1/12/98	3	All
5	Produce Baseline Requirements Document	1d	1/13/98	1/13/98	4	All
7	Analyze Requirements Document	1d	1/14/98	1/14/98	5	BST
8	Distribute Updated Requirements Document	1d	1/15/98	1/15/98	7	BST
21	Develop Recovery Plan (Back-Out)	1d	1/15/98	1/15/98	23FS-10d	All
9	Meet to Understand Updated Requirements Document	1d	1/16/98	1/16/98	8	All
10	Analyze/Finalize Updated Requirements Doc	1d	1/19/98	1/19/98	9	All
11	Perform Coding/Construction (design, code)	1d	1/20/98	1/20/98	10	All
13	Create Test Plans	1d	1/20/98	1/20/98	10	All
26	Develop Training Plan	1d	1/20/98	1/20/98	10	All

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Project Team Roster

Document Preparation Information

PROJECT NAME - RELEASE NUMBER	PREPARED BY (PRINT)	SIGNATURE	DATE PREPARED

Guideline: Use this roster format as guidance, expanding or condensing as necessary.

Project Management

PROJECT MANAGER	EMAIL	PHONE	PAGER	FAX

Sponsor/Stakeholder

PROJECT SPONSOR	EMAIL	PHONE	PAGER	FAX
STAKEHOLDER(S)	EMAIL	PHONE	PAGER	FAX

External Project Support

NAME	EMAIL	PHONE	PAGER	FAX
NAME	EMAIL	PHONE	PAGER	FAX
NAME	EMAIL	PHONE	PAGER	FAX
NAME	EMAIL	PHONE	PAGER	FAX

Project Team

NAME	EMAIL	PHONE	PAGER	FAX
NAME	EMAIL	PHONE	PAGER	FAX
NAME	EMAIL	PHONE	PAGER	FAX
NAME	EMAIL	PHONE	PAGER	FAX
NAME	EMAIL	PHONE	PAGER	FAX
NAME	EMAIL	PHONE	PAGER	FAX
NAME	EMAIL	PHONE	PAGER	FAX
NAME	EMAIL	PHONE	PAGER	FAX

High-Level Risk Assessment

Document Preparation Information

PROJECT NAME - RELEASE NUMBER	EVALUATOR (PRINT)	SIGNATURE	DATE PREPARED

Instructions: Put a check in the column that provides the best answer. Use the attached sheets for an explanation of each item. After all items have been evaluated, provide an overall risk assessment based on the individual responses.

High-Level Risk Assessment

Risk Category	Level of Risk			
	Not Applicable	Low Risk	Moderate Risk	High Risk
Strategic importance				
Management support				
Budget availability				
Resource availability				
Project manager availability				
Time frame				
Clarity of and agreement on project objectives				
Participation in project definition				
Customer interest and involvement				
User involvement				
Technical complexity				
Technology maturity				
Relevant experience				
Supplier/contractor involvement				
Major obstacles				
OVERALL RISK				

Guidelines

Strategic Importance	Assess the strategic importance of the project. How essential is it to the planned corporate objectives or to the maintenance of current operations? The less essential the project the greater the risk that it will not receive sufficient support and attention. ***Low Risk:*** The project has substantial strategic importance; it has either been mentioned directly as a major initiative or directly supports a major initiative. ***Moderate Risk:*** Failure to complete the project would jeopardize the achievement of major initiatives. Project sponsors would designate the project as "necessary." ***High Risk:*** The project does not directly relate to any major strategic initiatives. Project sponsors would designate the project as "nice to have."
Management Support	Determine the extent to which management throughout the company actively supports the project. Management support is essential if the project is to be effectively carried out. Management provides the resources by which the project is accomplished. ***Low Risk:*** Management in all organizations that will participate in the project actively supports the project initiative and willingly commits resources to the effort. ***Moderate Risk:*** Project sponsor provides strong support and establishes momentum among other managers who control resources. ***High Risk:*** Project sponsor is not strongly interested; no significant management attention or interest from any side.
Budget Availability	Evaluate the availability of funding to support the project. Determine whether funding will be available in the time frame necessary to carry out the work. Ensure funding is available for all resources—people, suppliers, material, computer time, and so on. ***Low Risk:*** Funding has been identified for the project, matching the time frame in which funds are required. ***Moderate Risk:*** Funding has not been identified specifically for the project; however, funding is available within established budgets and management has approved its use. ***High Risk:*** Funding has not been identified for the project, and funds are tight or unavailable within existing budgets.
Resource Availability	People are the most critical resource for the project. Evaluate the availability of human resources, assessing not only whether the required number of people are available but whether the right types of skills and experience levels are also available. ***Low Risk:*** A project team has already been identified with the requisite skills; team members have been committed to the effort. ***Moderate Risk:*** Project team members have not been identified specifically. Most skills are thought to be readily available within the company. ***High Risk:*** Project team members have not been identified. Resources are scarce, and obtaining the necessary skills will be difficult in the required time frame.
Project Manager Availability	The availability of a qualified project manager will increase the chances of project success. Assess whether a project manager is available and will be assigned to the project. ***Low Risk:*** A project manager has already been identified for the project and is available in the required time frame. ***Moderate Risk:*** A project manager has not been specifically identified, but qualified project managers are available. ***High Risk:*** No qualified project manager is available to assume responsibility for the project.

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Time Frame	Assess the time frame in which the project is required. Tighter time frames increase overall project risk. There should be sufficient time to plan the project thoroughly and to accomplish all project tasks. *Low Risk:* There is sufficient time available for project planning and project execution, including provision for a reasonable amount of slack time to accommodate unforeseen delays. *Moderate Risk:* There is sufficient time for project planning and project execution, assuming an optimized schedule with an aggressive critical path. *High Risk:* Even with the most aggressive scheduling, the project time frame is unrealistic. Deadlines will possibly result in cutting corners to meet the schedule.
Clarity of and Agreement on Project Objectives	Assess the degree to which project objectives have been defined clearly. If the objectives are not clear, it is unlikely that the project will be carried out successfully. Also important is the extent to which the project objectives have been communicated and bought into by the company's organizational elements that will contribute to or support the project. *Low Risk:* Project objectives are clearly defined, have been communicated throughout relevant organizations, and have been agreed to. *Moderate Risk:* Project objectives have been generally defined, and there is general agreement with them. There is no detailed description of the objectives, however. *High Risk:* Project objectives have not been defined, or there is substantial disagreement with them among the organizations.
Participation in Project Definition	Determine whether the project has already been defined or if the project manager and project team will be allowed to participate in the project definition. Projects that are defined and handed to the project team are generally more difficult to complete than projects in which the project team participates in the project definition process. *Low Risk:* There is no current project definition; the project team will be a key player in the project definition process. *Moderate Risk:* There is a current project definition; however, the project team will have an opportunity to review and revise that definition during the planning process. *High Risk:* The project definition is already established; the project team will have no opportunity to revise it.
Customer Interest and Involvement	Evaluate the level of interest in the project on the part of the project's ultimate customer. Will the customer materially participate in the project's implementation? Customer interest and involvement is an important element in ensuring the project is completed as planned. *Low Risk:* The customer is actively interested in the project, has assigned a point of contact, and intends to participate in key project activities. *Moderate Risk:* The customer is interested in the project and intends to participate in some project activities. *High Risk:* The customer expresses little or no interest in the project and has no interest in participating in project activities.
User Involvement	Determine the extent to which users will be involved in the project. User participation can enhance the design and development processes and can streamline the project validation process. *Low Risk:* Users will definitely be involved with the project. A user team has been identified, and provisions have been made to provide adequate user participation. *Moderate Risk:* Users will likely be involved with the project; however, no specific plans have been made for their participation. *High Risk:* Users are unavailable to participate in the project.

Technical Complexity	The level of technical complexity is a direct contributor to overall project risk. Assess the complexity of the project with regard to the project's size, the type of system to be developed, the number of organizations that will participate, and the difficulty of the task. ***Low Risk:*** The project is technically straightforward. The system is limited to a specific application with little crossover or interface with other systems and applications. ***Moderate Risk:*** The project presents a technical challenge. The requirement is difficult to solve, or the system will perform multiple functions in concert with other systems. ***High Risk:*** The project is extremely difficult technically. There are substantial integration requirements with other systems.
Technology Maturity	Mature technology is easier to work with than emerging technology. Assess the level of maturity of the technology to be used in the system. Does the technology currently exist? Has it been proven in other applications? Will the technology be developed during the course of the project? ***Low Risk:*** Virtually all the technology to be used on the project has been used in other, proven applications. ***Moderate Risk:*** Most technology has been used in other applications. There will be some technology development during the project but that will be limited to specific functions and areas. ***High Risk:*** Most project technology will be developed during the project and must be proven during the validation and testing process.
Relevant Experience	Organizations that have experience with similar projects can complete projects with less risk than organizations doing a project for the first time. Determine whether the company has experience with projects that relate to or are similar to the contemplated project. ***Low Risk:*** The company has substantial experience with related or similar projects and can apply that experience to the current project. ***Moderate Risk:*** The company has some experience with related projects. ***High Risk:*** This is the first project of this type that the company has undertaken.
Supplier/ Contractor Involvement	Involving suppliers or contractors in the project can increase the risk, especially if the company has not worked with those organizations before. Determine the extent and anticipated difficulty of supplier involvement. ***Low Risk:*** Either few or no suppliers will be involved, or all suppliers have worked with BST on previous projects. ***Moderate Risk:*** Some suppliers will be involved: most will have worked with the company on previous projects. ***High Risk:*** Many suppliers will be involved. A significant number will not have worked with the company on previous projects.
Major Obstacles	Assess any other major obstacles that may exist. Identify the obstacles and whether it appears that they may be overcome. ***Low Risk:*** Few major obstacles exist: for those that exist. there are clear solutions. ***Moderate Risk:*** Some major obstacles exist: there are clear solutions for most of them. ***High Risk:*** A significant number of major obstacles exist for which there are no clear solutions.

Risk Event Assessment and Planning

Document Preparation Information

PROJECT NAME - RELEASE NUMBER	PREPARED BY (PRINT)	SIGNATURE	DATE PREPARED

General Information

RISK EVALUATOR	WBS REFERENCE	OTHER REFERENCE

Risk Event Title

ENTER ONE-LINE DESCRIPTION OF RISK EVENT

Description

PROVIDE DETAILED DESCRIPTION OF RISK EVENT

Probability

DESCRIBE THE PROBABILITY OF THE RISK EVENT OCCURRING. USE QUANTITATIVE METHODS IF APPLICABLE.

Impact

DESCRIBE THE IMPACT OF THE RISK EVENT. USE QUANTITATIVE METHODS IF APPLICABLE

Exposure

PROVIDE AN ASSESSMENT OF THE OVERALL RISK. USE QUANTITATIVE TECHNIQUES IF POSSIBLE. OTHERWISE, USE CATEGORIZATION OF SERIOUS, THREATENING, OR MANAGABLE

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Risk Mitigation Strategies

Strategy Description	Strategy Type (Check One)			
	Avoid	Assume	Control	Transfer
ENTER A DESCRIPTION OF THE PREVENTATIVE STRATEGIES AND CONTINGENCY PLANS FOR THE RISK.				

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Scope Change Request and Evaluation

Document Preparation Information

PROJECT NAME - RELEASE NUMBER	PREPARED BY (PRINT)	SIGNATURE	DATE PREPARED

(The following information must be filled in by the project manager)

Scope Change Request Information

CHANGE REQUEST NUMBER	DATE CHANGE REQUEST INITIATED	RESULTING CHANGE ORDER NUMBER	PROJECT LIBRARY FILE NUMBER

PRIORITY

☐ High   ☐ Medium   ☐ Low

General Information

SUPPLIER	CUSTOMER		CHANGE NAME (DESCRIPTION)

REFERENCES				

SUBMITTED BY	DATE	INVESTIGATED BY	DATE STARTED	DATE COMPLETED

Impact Analysis

ALL PARTIES AFFECTED	INITIALS/DATE
	/
SCHEDULE IMPACT	INITIALS/DATE
	/
COST IMPACT	INITIALS/DATE
	/
QUALITY IMPACT	INITIALS/DATE
	/
PROJECT MANAGER'S RECOMMENDATION	INITIALS/DATE
	/

Scope Change Information

CHANGE APPROVED/REJECTED	DEFERRED TO	DATE
☐ Approved ☐ Rejected		

Approved By

CUSTOMER	DATE	BST IT	DATE

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Scope Change Request Log

Document Preparation Information

PROJECT NAME - RELEASE NUMBER	PREPARED BY (PRINT)	SIGNATURE	DATE PREPARED

General Information

CUSTOMER	PROJECT LIBRARY FILE NUMBER

Log Information

Change Request Number	Priority H	Priority M	Priority L	Change Name (Description)	Assigned To	Date Opened	Date Approved	Date Closed	Cost Impact	Schedule Impact
	☐	☐	☐							
	☐	☐	☐							
	☐	☐	☐							
	☐	☐	☐							
	☐	☐	☐							
	☐	☐	☐							
	☐	☐	☐							
	☐	☐	☐							
	☐	☐	☐							
	☐	☐	☐							
	☐	☐	☐							
	☐	☐	☐							
	☐	☐	☐							

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Project Issues Log

Document Preparation Information

PROJECT NAME - RELEASE NUMBER	PREPARED BY (PRINT)	SIGNATURE	DATE

Log Information

Issue ID	Issue Name/Description	Severity	Assigned to	Date Open	Follow-Up Date	Date Closed	Resolution

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BST Maintenance/Defect Notification Document

Document Preparation Information

PREPARED BY (PRINT)	SIGNATURE	DATE PREPARED

Maintenance Notification

Effective Date	Interface (s) Impacted	Identification #	Explanation

Defect Notification

Effective Date	Interface (s) Impacted	Identification #	Explanation

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of BellSouth and CLEC Representatives

Preliminary Priority List

Company Name: _____

CCCM: _____

Date Submitted: _____

Enhancement Review Meeting Date: _____

Return to BCCM by_____

| Check Interfaces Used: | ☐ LENS | ☐ LPOG | ☐ EDI |
| | ☐ EDI PC | ☐ TAFI | ☐ EC-TA Local |

If you do not use an interface, do not rate the request.

Rate request on a scale of 1 to N, with N being the greatest. Rate by Category, by interface, for each interface your company uses.

Pending Change Requests to be Prioritized			
Category	**Rating**	**Interface**	**Change Request Log #**
Pre-Ordering		LENS	LENS1221040398
		LENS	LENS0332040498
		LPOG	LPOG0555040498
Ordering		EDI	EDI1221032598
		EDI PC	EDIPC0332040198
		LENS	LENS0555040198
Maintenance		TAFI	TAFI1221040698
		TAFI	TAFI0332040798
		ECTA	ECTA0555040898

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Change Request Log Template

CR Log #	Status	Title	Priority	Support Doc (Y/N)	Initiating Company	Contact Name	Contact Number	Date Sent	ERM Date	RPM Date	Target Release Date

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Enhancement Review Meeting Agenda Template

Opening...10 Minutes
Facilitator/BellSouth opens meeting.

Change Request Log Status...30 Minutes
Change Requests to be reviewed will have a status of "P" for Pending and will follow the process flow as outlined in Part 2 – Detailed Process Flow.

Regulatory Issues...30 Minutes
Review any issues that could impact Change Request(s) prioritization. This may include FCC rulings, PSC rulings or Industry Changes.

Release Management & Implementation Status...30 Minutes
Review status of scheduled Releases.

Recycled Change Request(s)...30 Minutes
Determine priority disposition of Change Request(s) that are on the Candidate Request List, but have not been scheduled for a target release.

Initial Prioritization of Change Requests..5 Minutes
This will be a handout of the consolidated Preliminary Priority List compiled by the BCCM. This list represents each participating company's internal prioritization of the Change Requests. Company Preliminary Priority Lists must be completed and submitted to the BCCM one week prior to the Enhancement Review Meeting to be included in the Consolidated Priority List. The Consolidated Priority List is used as a starting point in determining final Candidate Requests.

Presentation of Change Requests..20 Minutes/Request
   Pre-Ordering
   Ordering
   Maintenance
The presentation of each Change Request is limited to 20 minutes. The initiator of the request is allowed a maximum of five minutes of presentation time followed by a 15 minute question and answer session. Change Requests will be presented and prioritized by Category, by Interface.

Develop Candidate Change Request List..60 Minutes
   Pre-Ordering
   Ordering
   Maintenance
Participating companies will vote on the final prioritization of the Change Requests as indicated in the Enhancement Review Section of the Change Control Process Document. Change Requests to be submitted for sizing and sequencing will be placed on the Candidate Change Request List along with the "Need by Date".

Present Outputs..10 Minutes
Re-cap of final prioritization and Change Requests submitted to the Candidate Change Request List.

Issues/Action Items...15 Minutes
Re-cap any issues and action items surfaced during the meeting. Each item is assigned an owner and a follow-up date.

Adjourn..5 Minutes
Facilitator/BellSouth reviews next steps.

Release Schedule Status Log Template

Electronic Interface Change Control Process Release Management Status Log					
Release No.	CR Log #	Interface	BST Release Date	On-Target (Y/N)	Comments

Jointly Developed by the EI Change Control Sub-team comprised
of BellSouth and CLEC Representatives

Electronic Interface Change Control Process User Registration Form

Date ___/___/___

Company Name_____

CCCM Assigned_____   Phone_____

CCM E-mail Address _____   Fax_____

OK to add to Electronic Interface Change Control Process CLEC Distribution List?   ☐ Yes   ☐ No

Interfaces Currently Used:	☐ Pre-Ordering	☐ Ordering	☐ Maintenance
	☐ LENS ☐ LPOG	☐ EDI ☐ LENS ☐ EDI PC	☐ TAFI ☐ EC-TA Local

Comments_____
_____
_____
_____
_____
_____

Form Completed By (Signature)_____

Minimum requirements to participate in the Electronic Interface Change Control Process: Word 6.0 and Excel 5.0 or greater, Internet E-mail address, Web access

RETURN TO: BCCM   OR   Audrey Thomas
                   FAX 770-987-2420   19U85 BellSouth Center
                                                    675 W Peachtree Street, N.E.
                                                    Atlanta, Georgia 30375

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of BellSouth and CLEC Representatives

APPENDIX D – STEERING COMMITTEE MEMBERS

Active Members			Past Members		
Representative	Company	Start Date	Representative	Company	Start Date
Audrey Thomas	BellSouth	02/98	Linda Tate	BellSouth	12/97
Marcia Moss	BellSouth	12/97	Pat Becker	Sprint	12/97
Kelvin Maddox	AT&T	03/98	Sharon Arnett	Sprint	12/97
Beverly Simmons	AT&T	12/97	Alan Anglyn	MCI	12/97
Mark Turner	MCI	02/98	Mary Bennett	AT&T	12/97
Paul Alexander	Sprint	03/98	Paul Johnson	AT&T	02/98
Al Witbrodt	LCI	02/98	William Rice	ACSI	02/98
Bill Shoemaker	EDS – Facilitator	12/97	Julia Strow	Intermedia	02/98
Julie Stein	BellSouth – Alternate Facilitator	12/97			

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of BellSouth and CLEC Representatives.

◎ *BELLSOUTH*

Electronic Interface Change Control Process Sign-off Agreement

Date: April 14, 1998

To: EI Change Control Steering Committee

From: BellSouth Change Control Manager

Please indicate your concurrence in baselining the Electronic Interface Change Control Process by signing this document and faxing it to Audrey Thomas at 770 987-3275.

Baselining the document indicates that:

- Version 1.0 (as attached) is the current document
- The document is in Change Control
- Significant Changes to the document must be approved by the Steering Committee

Audrey Thomas BellSouth	Date	Marcia Moss BellSouth	Date
Kelvin Maddox AT&T	Date	Mark Turner MCI	Date
Paul R Alexander	*April 16, 1998* Date	AJ Witbrodt LCI	Date
Paul Alexander Sprint			
Bill Shoemaker EDS - Facilitator	Date	Additional Signature	Date

⊛ *BELLSOUTH*

Electronic Interface Change Control Process Sign-off Agreement

Date: April 14, 1998

To: EI Change Control Steering Committee

From: BellSouth Change Control Manager

Please indicate your concurrence in baselining the Electronic Interface Change Control Process by signing this document and faxing it to Audrey Thomas at 770 987-3275.

Baselining the document indicates that:

- Version 1.0 (as attached) is the current document
- The document is in Change Control
- Significant Changes to the document must be approved by the Steering Committee

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Audrey Thomas BellSouth	Date	Marcia Moss BellSouth	Date
Kelvin Maddox 4/15/98 Kelvin Maddox AT&T Date		Mark Turner MCI	Date
Paul Alexander Sprint	Date	Al Wilbrok LCI	Date
Bill Shoemaker RDS - Facilitator	Date	Additional Signature	Date